



## RE-ADVERTISEMENT

**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 15-004**

**OPEN TO:** All Interested Candidates

**POSITION:** Commercial Assistant, FSN-1510-08, DLA/FCS-057  
(Personal Services Agreement)

**OPENING DATE:** January 20, 2015

**CLOSING DATE:** February 03, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-06  
Ordinarily Resident (OR) - Grade: FSN-08\*  
\*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Commercial Assistant in the Foreign Commercial Services Section.

**Note: Applicants who had applied in response to the vacancy announcement number # 14-073 dated September 25, 2014 need not to re-apply as their application will be considered.**

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

## **BASIC FUNCTION OF POSITION**

The incumbent will assist Commercial Service officers and senior officers in planning, organizing and implementing trade missions, individual company Gold Key visits and in completing International Company Profile (ICP), International Partner Search (IPS) and smaller scale market research projects. Also responsible to provide support for a variety of functions, including logistics support for official U.S. visitors and preparation of background information for meetings with industry and government officials.

Performs the following duties, though not limited to:

### **Trade Policy and Commercial Duties**

- Assist in research work of host country public and private information sources pertaining to specific industries and/or services on an as-needed basis, using essential data from sources such as internet, magazines, newspapers, and industry journals.
- Maintain and update information on unfair trade practices in the Client Tracking System (CTS) database.
- Assist in trade events, seminars, commercial dialogues, HTCG and other policy-related functions and coordinates with industry and host government officials to facilitate logistics for meetings, seminars and video conferences, etc.
- Prepare diplomatic notes, identifies best prospect company contacts for meetings focused on commercial policy issues, schedules meetings with appropriate GOI and U.S. officials, inter-agency colleagues and host country company executives, co-ordinates with ministries for meeting arrangements, and prepares meeting schedules, meeting request letters and thank you letters.
- Establish and maintain an efficient and effective filing system for the U S Commercial Service, providing for sector reports, policies, meeting notes, presentations, company information and other required documents.
- Assist Commercial Officers and Commercial Specialists in preparing presentations on power point and while doing so researches data and reports.

### **Business Matchmaking, Counselling and Advocacy**

- Responsible for recruiting U.S. companies and providing the Gold Key Service (GKS) and International Partner Search (IPS) matchmaking programs in assigned sectors with making business appointments according to the client's marketing objectives.
- Seek out and verify current market information from industry and trade sources that match marketing objectives of participants; identifies distributors, representatives, or joint venture candidates for GKS clients; and solicits interest from local firms by conducting extensive outreach (telephone, email, personal visit) campaigns.

- Develop and maintain a significant range of host country contacts, including mid-level government officials, executives in banking, commerce, and industry, and trade associations and use these contacts to identify trade issues, resolve regulatory complaints, and develop trade opportunities and potential partners for U.S. firms.
- Respond to trade inquiries from U.S. firms seeking to export, as well as requests from local firms and or government institutions interested in buying U.S. products and services.
- At International Buyer Program events, incumbent counsels U.S. exhibitors and visitors about market opportunities in host country.

### **Facilities outreach and provide assistance to the U.S. business community**

- Under the guidance, learn to develop and maintain contacts with host government offices, trade associations and companies.
- Assist in facilitating outreach programs and preparing meeting notes for senior FSNs and Commercial Officers.
- Monitor regulatory matters affecting the major sectors as well as general trade issues – including laws, regulations, standards, procedures and other non-tariff barriers.
- Assist in identifying important events in the region and facilitates U S Commercial Service participation in those events.

### **Market Research**

- Assist in research and preparation of market studies on assigned sectors using such sources as official government contacts and reports, industry and trade association contacts and reports, trade directories and websites.
- Compile analyses indicating the effect of local laws, policies, and business practices on U.S. trade and investment.
- Assist in monitoring regulatory matters affecting different sectors, general trade issues and specific CTS cases and prepares daily and periodic reports for HQ on new or updated policies and regulations as gleaned from such sources as magazines, newspapers and websites.
- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov).

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered)**

1. Completion of three years of University degree in either of these disciplines is required: Commerce or Business Management or Economics or Marketing or Finance or International Trade.
2. Three years of progressively responsible experience in the field of marketing or trade promotion or economics or international trade with government sector or NGOs or in a business environment.
3. Level IV (Fluency) in English and Level III (Good working knowledge) in Hindi (Speaking/Reading/Writing) is required.**(When applying for the position, please indicate your level of proficiency for these languages)**
4. Good knowledge of computers especially in MS-Word, EXCEL, Outlook, and Internet.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Please note: Must answer all the questions in DS-174 application form.

[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office (Recruitment Team)  
Shantipath, Chanakyapuri  
New Delhi 110 021  
**or**  
FAX: 2419-8056  
**or**  
E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

## **POINT OF CONTACT**

Telephone: 24198227/8369/8908

Please insert **15-004**(Vacancy Announcement Number) in the Subject of the E-mail [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov). Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the

employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers

- I. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (Yes or No)
- L. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

**CLOSING DATE FOR THIS POSITION: (February 03, 2015)**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.